

## **Appendix B Proposal Outline**

### **Proposal Content**

Proposals should be typewritten, single spaced, in 12-point font (Times New Roman or similar) on white paper with one-inch margins. The body of the proposal (Proposal Detail below) should be 20 numbered pages or less. All pages must be numbered in order, starting with the title page and continuing through the appendices. Submit proposals bound or in a pressboard binder.

**Proposal content should be organized according to the following outline:**

Title Page: (use Title Page format, Appendix C)

Alliance Concept: attach a copy of the submitted Concept. **There cannot be any changes to the original Alliance Concept submitted.**

Proposal Detail:

- A. Overview (10 points)
- B. Goals and Objectives (10 points)
- C. Work Plan (25 points)
- D. Adoption and Deliverable (10 points)
- E. Measures of Success (10 points)
- F. Team (15 points)
- G. Budget Narrative and Budget forms (10 points). Attach *Line Item Budget* and *Task-Budget* forms as required appendices.

Required Appendices:

Appendix 1 – Proposal Checklist  
Appendix 2 – Current Pest Management Practices Form  
Appendix 3 – Task List and Timeline  
Appendix 4 – Line Item Budget  
Appendix 5 – Task-Budget

Additional Documents and Appendices

Résumé or Curriculum Vitae from principal investigator(s)  
Letters of Commitment from management team members  
Proposal/Proposer Certification Sheet  
Authorization Resolution - An Authorization Resolution is required only from Boards, Commissions, County, City, District or other public body seeking funding under this grant solicitation.